



UNDERSHERIFF

Department: Sheriff
Job Class #: 274200
Pay Range: Executive 13

FLSA: Exempt
Represented: No
Civil Service Status: Non-Classified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is the highest management level work performed in the Pierce County Sheriff's Office, with full responsibility to oversee and direct the operations of the department under the executive direction of the Sheriff. The Undersheriff may be commissioned or non-commissioned, as determined by the Sheriff. This position is appointed by and reports to the Sheriff.

ESSENTIAL FUNCTIONS:

- Under the direction of the Sheriff, carry-out all directives, initiatives, policies and decisions of the Sheriff.
- Serve in the capacity of Acting Sheriff with responsibility for overall department operations and decisions.
- Oversee, direct, manage, administer, plan and coordinate all activities of the established operations bureaus of the department.
- Manage and supervise all levels of commissioned and non-commissioned personnel in the department.
- Directly supervise Bureau Chiefs.
- Direct the development of department long- and short-term goals and objectives; assure implementation of effective measures to meet established goals and objectives.
- Direct, monitor and ensure consistent application of department-wide performance measures and standards.
- Manage, administer and monitor the overall budget of the department; assure department-wide coordination of budget development, management and expenditures.
- Develop and make recommendations for department-wide policies and procedures; assure consistent, accurate implementation and application of policies and procedures throughout the department.
- May represent the County in labor negotiations as part of the management team.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of employees at all levels throughout the department, including Bureau Chiefs and other command-level personnel.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- If a commissioned officer, assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- If a commissioned officer, safely drive a vehicle in emergency situations; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position is appointed by and reports directly to the Sheriff. The incumbent is expected to exercise considerable independent judgment and decision-making on all operational matters of the department. Consultation with the Sheriff is expected only on issues of the most significant importance to the department or public safety, or matters mandated to the office of the Sheriff. Work is reviewed through conferences and reports for fulfillment of Sheriff directives within resources provided. The Undersheriff directly supervises Bureau Chiefs, and is responsible for the indirect supervision of all department employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The position of Undersheriff works primarily in an office environment. Frequent travel to and from work sites in the geographic region is required. A regular Monday through Friday business day is the routine work schedule, however, the Undersheriff is required to perform work outside of regular work hours. Extended periods of concentration and sedentary work at a work station is required. Work is subject to frequent interruptions and normal office noise. The Undersheriff may direct or assist with emergency situations.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a wide range of physical requirements of varying degrees based on multiple differing work circumstances. Physical requirements vary greatly due to the nature of the position, and include but are not limited to: walking, standing, sitting, digital dexterity, talking, hearing including the ability to discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. There is potential exposure to physically confrontational and combative situations, personal danger and bio-hazardous materials. Some physical requirements noted are applicable only when the incumbent is a commissioned officer.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern law enforcement management and public administration methods and procedures.
- Principles and practices of public administration, organization, human resource management and employee supervision.
- Department policies, procedures, bargaining agreement provisions, and rules and regulations.
- Controlling laws and ordinances.
- Community Policing principles and practices.
- Methods and procedures involved in budget development, justification and control.
- Literature, developments and trends in the field of public safety, including law enforcement and corrections.

Skill in:

- Executive-level planning and direction-setting.
- Leadership and team building.
- Using independent judgment and decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Represent the Sheriff's Department in the community and with political leaders in a manner that is consistent with Sheriff's Department policies, mission and values.
- Effectively plan and direct the implementation of policies, procedures, goals and objectives.
- Ensure consistent application of and adherence to laws, policies, procedures and rules throughout the department.
- Develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness.
- Plan, direct and evaluate the work of subordinates.
- Communicate effectively both verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Analyze situations quickly and objectively and determine a proper course of action.
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Establish and maintain positive, effective working relationships.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Physically perform the essential functions of the classification.
- Meet the travel requirements and flexible work schedule of the position.

MINIMUM REQUIREMENTS TO APPLY: As determined by the Pierce County Sheriff.

SPECIAL REQUIREMENTS: A valid Washington State driver's license is required. The Sheriff may require successful completion of the Sheriff's Department background process, including medical physical, behavioral assessment and/or polygraph, prior to hire.